

National Institute of Mental Health
National Advisory Mental Health Council
TRAVEL INFORMATION SHEET

The Council convenes three times per year for a winter session in January or February, a spring session in May, and a fall session in September. Each Council session is two days in duration comprised of a closed grant review meeting—attended only by NIMH staff, and an open policy meeting that consists of a varied audience that includes NIH/NIMH staff, representatives of health organizations and medical societies, members of the general public, as well as scientific media and press. The first day of a Council session is typically devoted to the grant review segment and is at times, followed by a brief policy segment. This meeting is held at the Neuroscience Center in Rockville, MD where most NIMH extramural staff is located. The open policy session is held on the second meeting day of Council at the NIH main campus in Bethesda, MD. Meeting agendas and associated materials are sent to Council members in advance of each impending Council session.

Ms. Wanda Harris of the NIMH Office for Special Projects will e-mail travel instruction to members and their assistants prior to each Council meeting. She will provide instruction to members with regard to transportation arrangements, as well as, lodging and reimbursement procedures. Ms. Harris will prepare a **TRAVEL AUTHORIZATION** for each Council member. The travel authorization will provide an estimate of anticipated travel expenses that are to be paid for traveler, or reimbursed to the traveler with Federal funds. The travel authorization is a required document that must be prepared for persons traveling on official Government business. Ms. Harris will send Council members' travel authorizations to them before the scheduled departure date of each Council-related trip. Following each scheduled Council trip, members should submit correlated trip receipts to Ms. Harris at the following address to obtain reimbursement. Receipts should be sent to her attention to the **National Institute of Mental Health, 6001 Executive Boulevard, Room 6107, MSC 9607, Rockville, Maryland, 20892**. Upon receiving the trip receipts, Ms. Harris will prepare a **TRAVEL VOUCHER**, (an itemized expense report), for the corresponding trip. Please know that with few exceptions, reimbursable travel expense items are limited to the following:

- Nightly lodging fee and associated room tax (*if this expense is not prepaid by the NIH*). Ms. Harris will advise members of lodging payment terms in advance of each meeting.
- Telephone calls up to \$5 per day.
- Business center service fees (fax service charge, internet connectivity charge, etc.).
- Fuel mileage for roundtrip travel to airport or AMTRAK station (from residence, office, hotel, or other locality).
- Taxi fare and/or public transportation fare.
- Short-term airport parking or train station parking.
- Highway tolls.

Meal receipts are not required. Government travelers are issued a predetermined per diem allowance for meals. The per diem payment is reimbursed via electronic deposit to members' specified account, along with traveler's claimed expenses. The predetermined per diem is based on several factors that include, but is not limited to, region and locality of meeting. The per diem is calculated at rate of $\frac{3}{4}$ of a day on inbound and outbound portion of trip, and at a full day's rate for each meeting day between.

AIRWAY & RAILWAY TRAVEL INFORMATION

- Airline and railway tickets should be purchased through the NIH travel contractor, OMEGA World Travel. Ms. Wanda Harris will provide OMEGA contact information and other travel instruction to Council members prior to each Council meeting.
- **COACH CLASS** reservations are required. Members may, however, use frequent flyer points to upgrade a ticket after OMEGA receives member's approved travel authorization from Ms. Harris.
- NIH prepays tickets purchased through OMEGA World Travel. Travel reservations, however, are restricted to the related Council trip and cannot be combined with personal or leisure travel.

- Airline travelers are issued an E-ticket. Upon making a reservation, OMEGA World Travel will e-mail the trip itinerary to you. E-ticket printing instructions will be listed on the itinerary.
- Paper tickets are issued to railway travelers and are sent via express mail. Members are urged to promptly respond to Ms. Harris' travel instruction e-mail to ensure sufficient mailing time.



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
NATIONAL INSTITUTES OF HEALTH • NATIONAL INSTITUTE OF MENTAL HEALTH

NIMH
National Institute
of Mental Health